

MASTER AGREEMENT

BETWEEN

WEST MONONA COMMUNITY SCHOOL DISTRICT

AND

WEST MONONA EDUCATION ASSOCIATION

2006-2007

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ARTICLE I – PREAMBLE

The West Monona Community School District and the West Monona Education Association enter into this Master Contract in Accordance with the Iowa Public Employment Relations Act of 1974. The parties hereby agree to the following:

ARTICLE II – RECOGNITION

The Board of Trustees of the West Monona Community School District, hereafter referred to as the Board, recognizes the West Monona Education Association as the exclusive bargaining representative for all full time professional certified employees including all classroom teachers, guidance counselors, librarians, nurses, and the following special teachers: art teacher, drama and speech (English) teacher, driver education teacher, foreign language teacher, vocational homemaking teacher, industrial arts teacher, instrumental music teacher, learning disabilities teacher, physical education teacher, special education teacher, tag coordinator, vocal music teacher, commercial education teacher, departmentalized teacher, exploratory and business education teacher, and remedial reading teacher. Excluded from such representation are the superintendent, principals, assistant principals, per diem substitutes and all those excluded under Section 4 of the Public Employment Relations Act.

DEFINITIONS:

1. The term "Board" as used in this agreement shall mean the Board of Education of the West Monona Community School District or its duly authorized representatives.

2. The term "Employee" as used in this agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

3. The term "Association" as defined in this agreement shall mean the West Monona Education Association or its duly authorized representatives or agents.

ARTICLE III - WORK YEAR

The regular school year shall consist of a maximum of one hundred and eighty six (186) days. An additional twenty (20) days will be added to the contract for each month of an extended contract.

Employees will not be required to report to work on days that student attendance is not required due to inclement weather. On days of early dismissal due to inclement weather, teachers will be required to remain on duty until released by the administration.

No employee will be required to work on the following days:

LABOR DAY

THANKSGIVING

FRIDAY FOLLOWING THANKSGIVING

WINTER RECESS

ONE OF THE FOLLOWING THREE DAYS: (The day will be selected by the Board to provide flexibility in the school calendar):

VETERAN'S DAY

DR. MARTIN LUTHER KING, JR'S BIRTHDAY

PRESIDENT'S DAY

SPRING RECESS (2 DAYS), 1 SUBJECT TO SNOW MAKEUP

MEMORIAL DAY

ARTICLE IV – HOURS

A regular workday shall consist of not more than eight (8) hours.

On the day preceding winter recess, Thanksgiving vacation, and spring recess, the regular workday shall end at the close of the pupil's day and teachers shall be allowed to leave when the buses leave their respective building. On each Friday that school is in session, teachers shall be allowed to leave fifteen (15) minutes before the regularly scheduled end of the school day.

Employees will be required to attend without additional compensation reasonable faculty or other professional meetings outside the workday. Notice of such meetings will be given two (2) days in advance, unless the nature of the meetings prevents such notice. No faculty meetings will be called on Friday afternoons or on afternoons of days preceding holiday recesses or vacations.

Teachers will be assigned duties on an equitable basis during the year which are part of the West Monona Community School District sponsored activities. Any activities not sponsored by the West Monona Community School District will be on a volunteer basis. Any teacher assigned more than three (3) duties during the school year will be compensated at the rate of ten (10) dollars per duty assigned over three (3). Volunteer duties will not be considered in determining the number of assigned duties. All assignments of duties will be the responsibility of the Superintendent or other designated administrator. If a teacher is unable to attend an assigned duty, the teacher shall be responsible for finding a substitute. Conference and State sponsored activities held at West Monona are understood not to be West Monona sponsored activities. Assigned duties will be treated as completed if the duty is canceled by the Administration.

All teachers will be allowed a minimum of 25 minutes of duty free lunch time or be paid \$5.00 per lunch block.

ARTICLE V - EVALUATION PROCEDURE

GENERAL PROCEDURES:

It is the policy of this school district that principals prepare written evaluations of the teachers they supervise. Orientation or training, as may be appropriate, will be provided by the district for evaluators. Each new administrative evaluator will receive orientation/training in the use of the evaluation procedures. All district teacher evaluators shall hold a valid Iowa Evaluators License.

An observation report shall be prepared by the principal after each formal observation of a classroom. After conferring with a teacher regarding an observation, it shall be the duty of both the principal and teacher to sign the report. In signing the observation report, a teacher is not indicating either agreement or disagreement, but merely that the report has been discussed with the teacher.

A written report shall be prepared by the principal after deficiencies are noted which are not part of the formal classroom observation. This report shall be discussed with the teacher within a reasonable period of time and signed by both the principal and the teacher. In signing the report, a teacher is not indicating either agreement or disagreement, but merely that the report has been discussed with the teacher.

One copy of the written evaluation and any responses shall be placed in the teacher's personnel file and one copy shall be given to the teacher. Any evaluation material proven to be erroneous shall be removed from the personnel file immediately.

NOTIFICATION:

Within two (2) weeks after the beginning of the school year or new assignment, the building principal or appropriate supervisor shall acquaint each employee or new employee under his/her supervision with the evaluation procedures. No evaluation shall take place until this has been done.

EVALUATION OF PROBATIONARY CERTIFIED EMPLOYEES(Also see Tier I Beginning Teacher Evaluation):

Probationary non-teaching certified personnel shall be evaluated each semester. The evaluation procedures will be the same for teaching personnel except for the classroom observation. Non-teaching personnel will be evaluated on their performance of the responsibilities listed on their respective job descriptions using the appropriate evaluation instrument.

EVALUATION OF TENURED EMPLOYEES:

Permanent certified employees shall be evaluated at least once every three years. The administration may, at their discretion, schedule more frequent evaluations. Each employee regularly scheduled for evaluation shall be so notified within thirty (30) days after the beginning date of their current contract. Employees not regularly scheduled for evaluation may be evaluated if the need arises. However, in such cases teachers must be notified at least five days prior to the formal observation.

Evaluation procedures will be the same as for probationary certified employees except that only one formal observation and one teacher evaluation report is required in the year the teacher is formally evaluated. (Complete evaluation document is included in Appendix E).

INFORMAL EVALUATION:

Nothing in this Article is to be construed as precluding evaluation of employees by other means as being appropriate by the employer. Such evaluation shall be reduced to writing and given to the teacher within ten (10) days of the evaluation. The teacher may request a conference on such evaluation. Said written evaluation shall be signed by the teacher to indicate the awareness of the contents of the evaluation. One copy will be given to the teacher and one copy placed in the teacher's personnel file. The teacher may reduce to writing his/her objections to such evaluation and attach them to the file copy of the same.

ARTICLE VI - TRANSFERS

Teachers covered by this agreement who desire a transfer to a different assignment may file a request with the Superintendent's office.

Requests for such transfers under this section shall be considered along with other applicants.

As vacancies occur for the next year, the Superintendent shall post a notice of the same in each building. A list of openings which occur during the summer shall be made available to the Association upon request.

An involuntary transfer shall be made only after a meeting between the teacher and the Superintendent at which time the teacher shall be given the reasons for such transfer with at least one week's notice.

Use of the involuntary transfer is to insure no disruption of the instructional program. Teachers involuntarily transferred shall not be subject to formal evaluation for twenty (20) working days.

Affected teachers shall be notified of any involuntary transfers that will take effect in the next school year after all open staff positions are filled.

ARTICLE VII - REDUCTION OF STAFF

COVERAGE:

All employees are covered, including employees on extended leave of absence.

CLASSIFICATION:

Each employee shall be classified in one of the following departments: (A)Kindergarten through Sixth grades; (B)Physical Education (K-12); (C)Art (K-12); (D)Instrumental Music (K-12); (E)Vocal Music (K-12); (F)Special Education (K-12); (G)Chapter I (K-12); (H) Health Services/Nursing (K-12); (I)Counseling (K-12); (J)Library (K-12); (K)Business Education (7-12); (L)Language Arts (7-12); (M)Mathematics (7-12); (N)Science (7-12); (O) Social Studies (7-12); (P)Foreign Language (7-12); (Q)Home Economics (7-12); (R) Industrial Arts (7-12); (S)Driver Education (7-12); (T)Computer (7-12); (U)Tag Coordinator (K-12).

Employees shall be classified based upon their teaching assignment during the school year in which the staff reduction procedures are commenced. An employee with an assignment in more than one of the categories listed about this section shall be classified in the department in which he/she has the largest number of periods of assignment. If the number of periods of an employee's assignment is equal, then the employee shall be classified in the department with the greatest length of service.

LAYOFF PROCEDURES:

When the Board decides to reduce the size of the staff, the determination as to which employee(s) shall be laid off shall be made as follows:

(1) The seniority of all employees within the classification(s) being reduced shall be determined. Seniority shall be defined as the total number of years of service within the District. A year of service consists of at least ninety (90) days. The employee(s) with the least seniority shall be designated initially for layoff.

(2) If the employee(s) seniority is tied (equal number of years) after determination of total years of seniority, the teacher(s) with the latest (last) date of signing the contract shall be designated for layoff.

(3) If seniority is equal, the employee(s) with the least demonstrated effectiveness within the classification as determined by all formal evaluations of employees shall be designated initially for layoff.

(4) If seniority and demonstrated effectiveness are equal, the employee(s) with the least advanced educational lane placement on the salary schedule within the classification shall be designated initially for layoff.

NOTIFICATION:

The Superintendent will notify the Association and all employees of their classification, seniority, and educational lane placement by October 1st of each school year and the

Association and the employee(s) being laid off by April 15th of the school year preceding planned staff reduction.

RECALL PROCEDURES:

An employee terminated under the above procedure will be rehired to any vacancy for which he/she is qualified for a period of one year. To be eligible for rehire, the teacher shall file written notice with the Superintendent of his/her desire to be employed. Upon notice of reemployment, the teacher shall have ten (10) days from receipt of notice to notify the Superintendent in writing of his/her decision to accept or reject the position. Failure to accept such offer of reemployment shall terminate any rights under this article.

Any employee re-employed under this procedure will retain any benefits.

ARTICLE VIII - SAFETY

The employer will maintain safe working conditions. Teachers will be alert to unsafe working conditions and report them to the employer. Teachers will not be required to work under unsafe working conditions. Unsafe shall mean danger to health or safety and not uncomfortable or inconvenient conditions. No employee shall be required to search for a bomb.

ARTICLE IX - HEALTH PROVISIONS

Teacher physical examinations shall be taken within four (4) months of the start of the school year and submitted to the Superintendent's office during the first week of each school year for new employees. The Board may require a subsequent examination when in its judgment such an examination is relevant to an employee's performance or status and shall pay for said examination. The Board shall pay for physical examinations for those teachers required to drive buses.

ARTICLE X - LEAVES

SICK LEAVE:

West Monona Employees are granted leave of absence for personal illness or injury with full pay in the following amounts:

First year of employment	10	Days
Second year of employment	11	Days
Third year of employment	12	Days
Fourth year of employment	13	Days
Fifth year of employment	14	Days
Sixth year of employment	15	Days

The above amounts shall apply only to consecutive years of employment in the West Monona Community School District and unused sick leave shall be cumulative to a total of one hundred seventeen (117) days. The total amount of sick leave with pay cannot exceed the maximum stated accumulation. No employee may be allowed to use more than one hundred seventeen (117) days of sick leave in a contract year.

The Board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

Employees shall be given a copy of a written accounting of accumulated sick and personal leave days no later than September 30th of each school year. Employees are responsible

for written notice of needed correction to the business manager by the following 30th of October.

SERIOUS ILLNESS LEAVE:

A teacher will be granted up to a total of four (4) days annually for the serious illness of the teacher's spouse, child, stepchild, parent, sister, brother, mother-in-law, father-in-law, and grandchild. "Serious illness" shall be defined as injury or illness requiring medical attention or treatment. The Board shall, in each instance, require reasonable evidence as it may desire confirming the necessity of such leave of absence. A teacher may use one day of serious illness leave for the birth or adoption of a child.

The Superintendent shall have the authority to grant additional serious illness leave without pay as the Superintendent deems appropriate on a case-by-case basis.

BEREAVEMENT LEAVE:

In the event of the death of the teacher's spouse, child, stepchild, parent, sister, brother, mother-in-law, or father-in-law the teacher will be granted leave of not more than five (5) days per occurrence with pay for bereavement. In the event of the death of the teacher's grandparent, grandchild, son-in-law, or daughter-in-law, the teacher will be granted not more than three (3) days per occurrence with pay for bereavement. In the event of the death of the teacher's brother-in-law, sister-in-law, aunt, or uncle, the teacher will be granted not more than two (2) days per occurrence with pay for bereavement. In the event of a multiple death accident, the above leaves will be applied only once.

A leave of one (1) day annually shall be available in the event of the death of any other individual not specified above. In the event of the death of an employee or student in the district, the Superintendent shall grant sufficient time to attend the funeral to those employees who so desire to attend.

BUSINESS LEAVE:

A teacher shall be granted one (1) day per school year with pay to attend to business which cannot be conducted when school is not in session.

A request for such leave must be submitted to the Principal for approval five (5) days in advance of such leave. In the case of an emergency, as determined by the Principal, when five (5) days advance notice cannot be given, a request for such leave must be made by 7:00 a.m. of the day of the intended leave with an answer given at that time. Business leave may be taken in one-half (1/2) day increments.

PERSONAL LEAVE:

A teacher shall be granted one (1) day annually with pay for leave to be used at the teacher's discretion. Personal leave may be taken in one-half (1/2) day increments. Personal leave may be accumulated up to five (5) days and may be used consecutively.

Personal leave cannot be used on in-service days, parent-teacher conference days, the day before or the day after any vacation, or the first three classroom days of school in the fall or the last three classroom days of school in the spring, except in the case of an emergency at the discretion of the superintendent.

Only three certified employees shall be allowed personal leave during the same contract day and only two certified employees shall be allowed personal leave during the same contract day from the same building.

The request for such leave must be made to the Principal at least two (2) working days before the intended leave except when precluded by an emergency.

PROFESSIONAL LEAVE:

Each employee on either academic or supplemental contract shall be allowed leave with pay of not more than two (2) days annually to attend a continuing educational meeting related to the teacher's area of responsibility. Additional leave may be allowed at the discretion of and upon the approval of the Superintendent. Written notification of the taking of professional leave shall be filed with the building Principal and the Superintendent at least one (1) week prior to the anticipated absence. The Superintendent may reduce the notification requirement in unusual circumstances.

LEGAL DUTY:

A teacher called for jury duty or court subpoena during school hours or required by the Board to appear as a witness on the Board's behalf or as a witness in an action where the teacher may be liable while in the performance of their assigned duties shall receive pay for such time. In each instance should such legal obligation be postponed or dismissed, the employee shall return to duty without delay. Any pay received by the teacher during such leave will be turned over to the school district.

ASSOCIATION LEAVE:

Up to two (2) days without pay shall be available for representatives of the Association to attend conferences, conventions, or assemblies of the local, state and national affiliated organizations. Notice of intention to use such leave shall be submitted in writing to the Superintendent at least five (5) days prior to the date of such leave. Requests for such leave will be with the approval of the Association.

FAMILY ILLNESS:

A leave of absence without pay for the remainder of the semester or the remainder of the school year may be granted for the purpose of caring for a sick or injured member of the teacher's immediate family at the discretion of the Superintendent. Immediate family under this section shall be a spouse, child, or other member of the family living in the household.

MILITARY LEAVE:

Provision for the granting of military leave will be in accordance with state and federal law.

REPORTING ABSENCES:

A teacher must report his/her intention to be absent from duty to the employer by 7:00 a.m. on the day of the absence. If possible, notification should be given on the previous day. At such time, the teacher shall state when he/she intends to return to work. The procedure shall be repeated if the teacher is unable to return on the indicated date. Should the teacher and substitute both report to work as a result of a lack of notice by the teacher, the substitute's half-day pay will be deducted from the teacher's salary.

EXTENDED LEAVE:

1. Personal Illness: Upon application to the Board, an employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available may be granted a leave of absence without pay for the duration of the illness or disability or for the remainder of the contract year, whichever is the shorter period.

2. Family Illness: Upon application to the Board, an employee who is caring for a sick or injured member of his/her immediate family (defined to mean the employee's spouse, child, parent, or member of the employee's household) may be granted a leave of absence without pay for the duration of the illness or injury or for the remainder of the contract year, whichever is the shorter period.

3. Good Cause: Other extended leaves of absence without pay may be granted by the Board for good cause. The Board's decision shall not be subject to the grievance procedure.

CONDITIONS FOR ALL EXTENDED LEAVES:

A. All extended leaves will be at least one (1) semester in length or shall continue until the semester in which the leave has been granted has ended. Notice of or request for extended leave shall be given thirty (30) days prior to the commencement date of the leave. All extended leaves of absence shall commence and return shall be at the beginning of the school year or at mid-year, except where the circumstances giving rise to the leave are not subject to the employee's control, e.g. illness, in which case the leave shall commence on such date as circumstances necessitate.

B. An employee whose individual employment contract included extracurricular duties compensated under Appendix B of this agreement and who has been granted an extended leave of absence may be required upon return to fulfill the same extracurricular duties as he/she performed upon beginning the leave, but the Board shall neither be required to make said duties available to the employee nor to compensate him/her as provided in the employee's individual contract unless the Board requires him/her to perform such duties. The employee shall be restored to his/her former position at the beginning of the school year which commences after the completion of the extended leave, if the employee so desires.

RETURN RIGHTS FOR ALL EXTENDED LEAVES:

A. At the conclusion of any extended leave of absence, an employee shall be restored to his/her former position or to another position included in the bargaining unit, if, in the judgment of the administration, restoration to former position would cause unnecessary disruption of the educational process. The employee shall be restored to his/her former position at the beginning of the school year which commences after the completion of the extended leave, if the employee so desires.

B. An employee shall retain all rights earned prior to the extended leave of absence.

C. An employee returning to employment after an extended leave of one (1) year or more shall be placed on the salary schedule one (1) step beyond the step at which the employee was paid by the District at the point of taking the leave, up to the maximum step of the lane in which the employee is placed, provided the "year of service" ninety (90) day requirement has been met.

D. An individual hired to replace an employee on extended leave shall be subject to discharge upon the employee's return, and such discharge shall not be covered by the staff reduction procedures.

ARTICLE XI - DUES DEDUCTION

Upon written authorization by a teacher, the Board will deduct Association membership dues from his/her monthly salary. Authorization forms for such dues must be renewed annually by September 5th.

The Board shall deduct the amount authorized in ten (10) equal installments beginning in September and ending in June of each year. Such amount shall be remitted monthly to the designated representative.

No liability shall accrue to the Board, collectively or individually, or to any administrative official for any action taken or not taken with regard to the information furnished under this section.

Upon request the Board will notify the Association as to the date of the last dues deduction for an employee terminating his/her employment with the district.

ARTICLE XII - OTHER PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities and West Monona sponsored insurances.

ARTICLE XIII - WAGES AND SALARY

The salary of each employee covered by this agreement is set forth in Appendix A, which is attached hereto and made a part hereof.

Each employee shall be placed on the proper step of the salary schedule as of the effective date of this agreement, except that beginning teachers with 0 years of experience will be placed on Step 2. No employee will be reduced in step or lane through this provision.

An employee shall be entitled to an increment on the salary schedule for each year of service. A year of service consists of at least ninety (90) days.

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another during the current school year, he/she shall furnish an official graduate transcript recording satisfactory completion of any additional graduate credit no later than September 5th to the Superintendent's office. Only courses carrying graduate credit toward an educational degree program or appropriately related to the employee's area of certification will be credit for movement to the next higher educational lane. No salary advancement is possible with college graduate courses paid for by the school district unless so stated in writing and recorded in the employee's personnel file under the authority of the superintendent of schools and authorized by the West Monona Board of Directors.

The Board will recognize up to twelve (12) years of teaching experience in an accredited school district. The term "accredited school district" shall mean a public or private school district in Iowa which is accredited or listed as approved by the Iowa Department of Education or an accredited public or private school district in another state. Credit shall be granted for teaching in grades K-12 or in a preschool program. This provision will apply prospectively only.

The salary schedule is based upon the regular work year as set forth in this agreement. (Any employee whose assignment exceeds the regular work year, except those on an extended contract, will be compensated at a per diem rate of 1/186 of their regular pay for each day of work). Employees on an extended contract shall be paid on a pro-rata basis.

Teachers who are authorized to use their personal automobiles in the performance of school business, including travel between assigned buildings, shall be compensated at the rate set by the State of Iowa. No mileage will be paid for commuting to and from work.

Employees who are charged with an unexcused absence shall have his/her salary decreased by 1/186th of his/her regular salary for each day of unexcused absence.

The schedule has no restrictions on years of experience. No individual can be frozen on step except for those reasons stated elsewhere in this agreement, or unless mutually agreed upon by the Board and the Association. Individuals in the three (3) BA Lanes will continue to advance at increments of \$350 for each additional year of experience and

individuals in the three (3) MA Lanes will continue to advance at increments of \$450 for each additional year of experience.

ARTICLE XIV - SUPPLEMENTAL PAY

The Board and the Association agree that the activities listed in Appendix B are official school sponsored activities.

Employee participation in activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay or other stipulations in Appendix B, which is attached hereto and made a part hereof.

Certified staff who volunteer to substitute teach during any one of their open periods shall be compensated on an hourly basis at a rate which is equal to 1/8th of the current per diem substitute rate.

ARTICLE XV - METHOD OF PAYMENT

Payroll shall be issued by the twentieth (20th) of each month. Unless a request is received in writing from the employee by September 5th for annual payment in eleven (11), ten (10), or nine (9) equal distributions, an employee's contracted salary will be divided into twelve (12) equal payments. Each employee shall have the option of receiving his/her earned contracted salary on this basis should the district have the funds available for this method of payment.

The district reserves the right to pay the balance of contracts owed to those employees with eleven (11) and twelve (12) equal payments in June in one (1) or two (2) additional payroll distributions, should the funds be available to make said distribution.

When possible, when a pay date falls on the weekend or during a school closing, the employee will receive his/her paycheck on the last previous working day.

Each employee shall not have the option of receiving all or any part of his/her earned contracted salary amount on the last pay period of the in-school work year provided the district has money for such payment unless leaving the district.

ARTICLE XVI - INSURANCE

The Board will pay single medical insurance (\$1,000 deductible), single dental, single LTD, and Wellness. District will pay difference between old and new employee rate in June and July with total dollar difference paid by the district costed into the succeeding years settlement. Covered benefits in long-term disability will provide monthly benefits as per ISEBA determined allowances (currently 66.66%).

The Board will pay the full single medical insurance premium (PPO \$1000 deductible) for all full time teachers. For all teachers who are less than full time, an amount proportionate to the contracted F.T.E. shall be paid on behalf of the teacher towards insurance coverage; i.e., a half-time teacher would receive one half of the dollar amount agreed upon by the school district and the association for insurance coverage. The difference between the amount of the Board's monthly contribution and the cost of the employee coverage may be applied toward the cost of dependent health insurance coverage or may be taken in cash.

Employees may chose between PPO\$1,000, PPO\$1,500 or PPO\$2,500 RET plans offered by the carrier of the District's insurance program. Notification of the employee's choice must be given to the Business Manager by May 31st.

Such insurance programs shall be for twelve (12) consecutive months.

If there is an increase in insurance premiums for dependent coverage, the District will notify employees who have dependent coverage within fourteen (14) calendar days of the date on which the District receives notice of the increase.

ARTICLE XVII - GRIEVANCE PROCEDURE

DEFINITION:

A grievance shall be a timely filed allegation of a violation, misinterpretation, or misapplication of a provision of this agreement.

PROCEDURE:

Step 1: Within ten (10) working days of the occurrence of the alleged violation or within ten (10) working days of the date he/she should have been aware of the alleged violation, the grievant must orally present the complaint to his/her immediate supervisor in an effort to resolve the matter informally.

Step 2: If as a result of the informal discussion with his/her immediate supervisor, a grievance still exists, the grievant may file a written grievance within five (5) working days after the informal discussion in step #1 by submitting the same in writing to the Principal. The Principal shall advise the grievant of his disposition in writing within five (5) working days.

Step 3: If the grievant is not satisfied with the disposition in step #2, he/she may submit the written grievance to the Superintendent within five (5) working days of its receipt. The Superintendent shall submit his written answer to the grievant within ten (10) working days of its receipt. A meeting with the parties may be initiated by the Superintendent at this step.

Step 4: The grievant and/or the Association, if not satisfied with the disposition in step #3, and with the approval of the Association, shall notify the Board within fifteen (15) working days after the answer in step #3 that the grievance will be submitted to an arbitrator.

The party requesting arbitration shall notify the American Arbitration Association and the Superintendent, in writing, within twenty (20) days after the notification in step #4 requesting the appointment of an arbitrator. The selection of the arbitrator shall be in accordance with the American Arbitration Association procedures.

Teachers may not file a grievance on an evaluation during their probationary period. Teachers must file any evaluation grievance before receiving service of a notice and recommendation to terminate the contract.

The arbitrator shall not amend, modify, nullify, or add to the provisions of this agreement. The arbitrator's decision will be final and binding upon both parties, unless he/she exceeded the authority listed above. The entire cost of the arbitrator's services shall be borne equally by the parties. Other expenses shall be paid by the party incurring the same.

GENERAL PROVISIONS:

A grievant is the person, persons, or the Association making the complaint.

The number of days indicated at each step should be considered as a maximum. Time limits specified, however, may be extended by mutual agreement.

The grievance procedure may be exhausted prior to the end of the school year or thereafter. If not, the unresolved grievance will continue until the beginning of the next school year and be processed beginning with the last step of the prior year.

Every effort will be made to complete a grievance prior to the end of the school year.

Any meeting relative to this procedure will be held outside the normal school day.

All documents related to the grievance shall be filed in a separate grievance file.

A grievance not processed within the time limits of the procedure shall be considered resolved on the basis of the last answer. Should the employer not answer the grievance within the time limits, the grievance will move to the next step except that the grievant must actively move the grievance to the last step of the procedure.

A grievant, at his option, may elect to have a representative present at step #2 and above of this procedure. Either party may have an observer present at step #2 and above.

ARTICLE XVIII - PRINTING AGREEMENT

This agreement shall be typed by the Board within thirty (30) days of ratification. Each party shall make their own copies.

ARTICLE XIX - COMPLIANCE AND DURATION

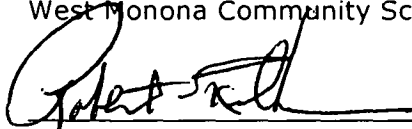
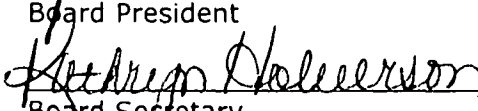
If any individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

If any provision of this agreement is held contrary to law, then that article, section or clause shall be deleted from this agreement to the extent that it violated the law. The remaining articles, sections, or clauses shall continue in full force and effect.

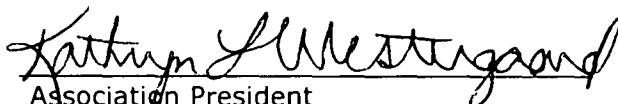
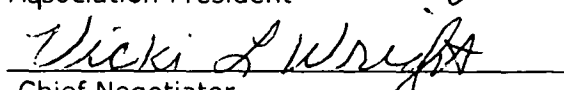
This agreement shall be effective as of July 1, 2006 and shall continue in effect through June 30, 2007. Either party, upon written notice to the other party one hundred twenty (120) days prior to June 30, 2007, may open contract negotiations.

Changes in salary, insurance allowance, and supplemental pay under this agreement will not take effect until the first pay period of the new school year.

Accepted by the Employer
West Monona Community School District


Board President

Board Secretary

Accepted by the West Monona
Education Association


Association President

Chief Negotiator

West Monona Community School
2006-2007

STEP	BA	BA+12	BA+24		MA	MA+15	MA+30
1	27,655	27,955	28,255	500	28,755	29,055	29,355
1.5	27,830	28,130	28,430	550	28,980	29,280	29,580
2	28,005	28,305	28,605	600	29,205	29,505	29,805
2.5	28,180	28,480	28,780	650	29,430	29,730	30,030
3	28,355	28,655	28,955	700	29,655	29,955	30,255
3.5	28,530	28,830	29,130	750	29,880	30,180	30,480
4	28,705	29,005	29,305	800	30,105	30,405	30,705
4.5	28,880	29,180	29,480	850	30,330	30,630	30,930
5	29,055	29,355	29,655	900	30,555	30,855	31,155
5.5	29,230	29,530	29,830	950	30,780	31,080	31,380
6	29,405	29,705	30,005	1000	31,005	31,305	31,605
6.5	29,580	29,880	30,180	1050	31,230	31,530	31,830
7	29,755	30,055	30,355	1100	31,455	31,755	32,055
7.5	29,930	30,230	30,530	1150	31,680	31,980	32,280
8	30,105	30,405	30,705	1200	31,905	32,205	32,505
8.5	30,280	30,580	30,880	1250	32,130	32,430	32,730
9	30,455	30,755	31,055	1300	32,355	32,655	32,955
9.5	30,630	30,930	31,230	1350	32,580	32,880	33,180
10	30,805	31,105	31,405	1400	32,805	33,105	33,405
10.5	30,980	31,280	31,580	1450	33,030	33,330	33,630
11	31,155	31,455	31,755	1500	33,255	33,555	33,855
11.5	31,330	31,630	31,930	1550	33,480	33,780	34,080
12	31,505	31,805	32,105	1600	33,705	34,005	34,305
12.5	31,680	31,980	32,280	1650	33,930	34,230	34,530
13	31,855	32,155	32,455	1700	34,155	34,455	34,755
13.5	32,030	32,330	32,630	1750	34,380	34,680	34,980
14	32,205	32,505	32,805	1800	34,605	34,905	35,205
14.5	32,380	32,680	32,980	1850	34,830	35,130	35,430
15	32,555	32,855	33,155	1900	35,055	35,355	35,655
15.5	32,730	33,030	33,330	1950	35,280	35,580	35,880
16	32,905	33,205	33,505	2000	35,505	35,805	36,105
16.5	33,080	33,380	33,680	2050	35,730	36,030	36,330
17	33,255	33,555	33,855	2100	35,955	36,255	36,555
17.5	33,430	33,730	34,030	2150	36,180	36,480	36,780
18	33,605	33,905	34,205	2200	36,405	36,705	37,005
18.5	33,780	34,080	34,380	2250	36,630	36,930	37,230
19	33,955	34,255	34,555	2300	36,855	37,155	37,455
19.5	34,130	34,430	34,730	2350	37,080	37,380	37,680
20	34,305	34,605	34,905	2400	37,305	37,605	37,905
20.5	34,480	34,780	35,080	2450	37,530	37,830	38,130
21	34,655	34,955	35,255	2500	37,755	38,055	38,355
21.5	34,830	35,130	35,430	2550	37,980	38,280	38,580
22	35,005	35,305	35,605	2600	38,205	38,505	38,805
22.5	35,180	35,480	35,780	2650	38,430	38,730	39,030
23	35,355	35,655	35,955	2700	38,655	38,955	39,255
23.5	35,530	35,830	36,130	2750	38,880	39,180	39,480

24	35,705	36,005	36,305	2800	39,105	39,405	39,705
24.5	35,880	36,180	36,480	2850	39,330	39,630	39,930
25	36,055	36,355	36,655	2900	39,555	39,855	40,155
25.5	36,230	36,530	36,830	2950	39,780	40,080	40,380
26	36,405	36,705	37,005	3000	40,005	40,305	40,605
26.5	36,580	36,880	37,180	3050	40,230	40,530	40,830
27	36,755	37,055	37,355	3100	40,455	40,755	41,055
27.5	36,930	37,230	37,530	3150	40,680	40,980	41,280
28	37,105	37,405	37,705	3200	40,905	41,205	41,505
28.5	37,280	37,580	37,880	3250	41,130	41,430	41,730
29	37,455	37,755	38,055	3300	41,355	41,655	41,955
29.5	37,630	37,930	38,230	3350	41,580	41,880	42,180
30	37,805	38,105	38,405	3400	41,805	42,105	42,405
30.5	37,980	38,280	38,580	3450	42,030	42,330	42,630
31	38,155	38,455	38,755	3500	42,255	42,555	42,855
31.5	38,330	38,630	38,930	3550	42,480	42,780	43,080
32	38,505	38,805	39,105	3600	42,705	43,005	43,305
32.5	38,680	38,980	39,280	3650	42,930	43,230	43,530
33	38,855	39,155	39,455	3700	43,155	43,455	43,755
33.5	39,030	39,330	39,630	3750	43,380	43,680	43,980
34	39,205	39,505	39,805	3800	43,605	43,905	44,205
34.5	39,380	39,680	39,980	3850	43,830	44,130	44,430
35	39,555	39,855	40,155	3900	44,055	44,355	44,655
35.5	39,730	40,030	40,330	3950	44,280	44,580	44,880
36	39,905	40,205	40,505	4000	44,505	44,805	45,105
36.5	40,080	40,380	40,680	4050	44,730	45,030	45,330
37	40,255	40,555	40,855	4100	44,955	45,255	45,555
37.5	40,430	40,730	41,030	4150	45,180	45,480	45,780
38	40,605	40,905	41,205	4200	45,405	45,705	46,005
38.5	40,780	41,080	41,380	4250	45,630	45,930	46,230
39	40,955	41,255	41,555	4300	45,855	46,155	46,455
39.5	41,130	41,430	41,730	4350	46,080	46,380	46,680
40	41,305	41,605	41,905	4400	46,305	46,605	46,905
40.5	41,480	41,780	42,080	4450	46,530	46,830	47,130
41	41,655	41,955	42,255	4500	46,755	47,055	47,355
41.5	41,830	42,130	42,430	4550	46,980	47,280	47,580
42	42,005	42,305	42,605	4600	47,205	47,505	47,805
42.5	42,180	42,480	42,780	4650	47,430	47,730	48,030
43	42,355	42,655	42,955	4700	47,655	47,955	48,255
43.5	42,530	42,830	43,130	4750	47,880	48,180	48,480
44	42,705	43,005	43,305	4800	48,105	48,405	48,705
44.5	42,880	43,180	43,480	4850	48,330	48,630	48,930

Nurse's salary, 26 years school service, \$32,586.00

Monona Community School District
Appendix B - Supplemental Pay Schedule
2006-2007

POSITION	PERCENT OF BASE
HIGH SCHOOL COACHING:	
=Assistant Athletic Director 7-12: Boys	5.0
=Assistant Athletic Director 7-12 Girls	5.0
Head Coach of:	
Wrestling	11.0
Football	11.0
Basketball--Boys	11.0
Basketball--Girls	11.0
Volleyball	11.0
Track--Boys	11.0
Track--Girls	11.0
Baseball	11.0
Softball	11.0
Golf--Boys	4.0
Golf--Girls	4.0
Cross Country	4.0
Assistant Coach of:	
Football (2)	9.0
Softball	9.0
Baseball	9.0
Volleyball	9.0
Basketball	9.0
Track	9.0
Wrestling	9.0
Golf	2.5
MIDDLE SCHOOL COACHING:	
Football	5.5
Basketball--Boys 7th	5.5
Basketball--Boys 8th	5.5
Basketball--Girls 7th	5.5
Basketball--Girls 8th	5.5
Track--Boys	5.5
Track--Girls	5.5
Volleyball 7th	5.5
Volleyball 8th	5.5
Wrestling	5.5

DRAMATICS:

Department Head	8.0
Assistant	4.0
HS Drama Play Director	5.0
Assist. Play Director	2.5

MUSIC:

Summer Band	3.0
HS Music Director	6.0
Assistant Musical Director	3.0
HS Instrumental	7.5
HS Vocal	7.5
MS Vocal	3.0
MS & 5th Instrumental	3.0
K-5 Vocal, Asst. Band	3.0

PUBLICATIONS:

Annual	6.5
Scroll; Spartan News	2.5

ACTIVE CLUBS MEETING AT LEAST MONTHLY:

Key Club	1.5
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OTHER CLUBS:

HS Drill Team	3.0
JH Drill Team	1.5
Senior Class Sponsor	1.9
Junior Class Sponsor (3 positions)	2.5
Junior Class Magazine Sales	1.5
Pep Club	3.0
Cheerleading:	
Football	1.75
Wrestling	2.0
Basketball	2.0
Future Homemakers of America	9.0
Talented & Gifted (TAG)	3.0
Elementary Math Bee	1.5
Middle School Math Bee (2)	1.5
Work-study (2)	1.5
Weightlifting Coordinator	2.0

GUIDANCE*

*Frozen as negotiated in the 1980-1982 Master Contract	\$200
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**WEST MONONA COMMUNITY SCHOOL DISTRICT
APPENDIX C
DUES DEDUCTION AUTHORIZATION FORM**

Authorization for Payroll Deduction for Education Association Dues

First Name	Middle Initial	Last Name
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I hereby request and authorize the Board of Education of the West Monona Community School District, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and on my behalf to the treasurer of the West Monona Education Association.

It is understood that this authorization shall begin on the first payroll period of September and shall continue through June.

TOTAL AMOUNT TO BE WITHHELD: \$ _____

MONTHLY AMOUNT TO BE WITHHELD: \$ _____

_____, 2006
Date

Signature

**WEST MONONA COMMUNITY SCHOOL DISTRICT
APPENDIX D
GRIEVANCE REPORT**

Number

_____, 200____
Date Filed

Distribution of Form:

1. Association
2. Employee
3. Employer

STEP 1:

A. Name of Aggrieved Person: _____

B. Building: _____

STEP 2:

A. Date Violation Occurred: _____

B. Section(s) of Contract Violated: _____

C. Statement of Grievance: _____

C. Relief Sought: _____

Signature _____ Date _____, 200____

D. Disposition by Principal: _____

Signature of Principal _____ Date _____, 200____

Step 3:

- A. _____, 200____
Signature of Aggrieved Person Date Received by Superintendent
- B. Disposition by Superintendent: _____

- _____, 200____
Signature of Superintendent Date

Step 4:

- A. Signature of Aggrieved Person: _____
Signature of Association President: _____
- B. Date Submitted: _____, 200____
- C. Arbitrator's Award to be Attached:

EVALUATION OF PROFESSIONAL STAFF

The Board of Education believes the quality of the education provided by the West Monona Community Schools is largely dependent upon the demonstrated capabilities of the professional staff of the district. To assure that the performance of each employee meets the standards described in law, contract, and the adopted policies and regulations of the district, the Board directs the superintendent of schools to develop an orderly process for the on-going evaluation of all certified staff members. The evaluation process shall be designed not to differentiate between staff members on the basis of race, color, religion, national origin, sex, age, physical or mental handicaps, marital status or political affiliation.

The purposes of evaluation shall be as follows:

- To recognize and perpetuate outstanding performance;
- To assist all teachers in the continuing process of becoming better teachers;
- To correct as expeditiously as possible any instances of unsatisfactory job performance; and/or
- To determine whether or not to continue employment.

Administrators will receive appropriate training in the use of the evaluation instruments and the procedures.

PURPOSE OF PROFESSIONAL STAFF:

Seldom, if ever, will employees reach the point of perfection in their job performance. With this in mind, we should constantly strive for improvement.

The purposes of teacher evaluation in this district are (1) to recognize and perpetuate outstanding performance; (2) to assist all teachers in the continuing process of becoming better teachers; (3) to correct as expeditiously as possible any instances of unsatisfactory job performance; and (4) in some cases, to determine whether or not to continue employment.

The formal evaluation process will include, but not necessarily be limited to, the performance responsibilities as listed in each teacher's job description.

It is hoped that each evaluation will result in some improvement of instruction and/or improvement in educational programs offered by the West Monona Schools.

GENERAL PROCEDURES:

It is the policy of this school district that principals prepare written evaluations of the teachers they supervise. Orientation or training, as may be appropriate, will be provided by the district for evaluators. Each new administrative evaluator will receive orientation/training in the use of the evaluation procedures. All district teacher evaluators shall hold a valid Iowa Evaluators license.

An observation report shall be prepared by the principal after each formal observation of a classroom. After conferring with a teacher regarding an observation, it shall be the duty of both the principal and the teacher to sign the report. In signing the observation report, a teacher is not indicating either agreement or disagreement, but merely that the report has been discussed with the teacher.

A written report shall be prepared by the principal after deficiencies are noted which are not part of the formal classroom observation. This report shall be discussed with the teacher within a reasonable period of time and signed by both the principal and the teacher. In signing the observation report, a teacher is not indicating either agreement or disagreement, but merely that the report has been discussed with the teacher.

One copy of the written evaluation and any responses shall be placed in the teacher's personnel file and one copy given to the teacher.

Any evaluation material proven to be erroneous shall be removed from the personnel file immediately.

EVALUATION OF TENURED EMPLOYEES:

Permanent certified employees shall be evaluated at least once every three years. The administration may, at their discretion, schedule more frequent evaluations. Each employee regularly scheduled for evaluation shall be so notified within thirty (30) days after the beginning date of their current contract. Employees not regularly scheduled for evaluation may be evaluated if the need arises. However, in such cases teachers must be notified at least five days prior to formal observation.

Evaluation procedures will be the same as for probationary certified employees, except that only one formal observation and one teacher evaluation report is required in the year the teacher is formally evaluated.

NOTIFICATION:

Within two (2) weeks after the beginning of the school year, the building principal or appropriate supervisor shall acquaint each new employee or employees with a new assignment under his/her supervision with the evaluation procedures. No formal evaluation shall take place until this has been done.

EVALUATION OF PROBATIONARY CERTIFIED EMPLOYEES:

Probationary certified employees, i.e., those with less than three full years of contracted employment in the district, shall, during each year of probationary employment, be evaluated at least once each semester.

Each semester's evaluation of a probationary teacher shall include an observation of classroom teaching for at least thirty (30) minutes of instruction. The evaluator shall, within a reasonable period of time following the observation, confer with the teacher regarding the observation at a scheduled time. The teacher shall be advised of strengths and/or weaknesses noted by the evaluator, and shall be provided with suggestions for improvement of deficiencies as noted.

When deficiencies have been identified and suggestions for improvement made, subsequent observations/evaluations shall be carried out to determine the extent to which deficiencies have been corrected and/or the extent to which deficiencies still exist. The evaluator shall establish a time line for implementing the suggested improvements and shall inform the teacher, in writing, of the time line.

For each probationary teacher, the Teacher Evaluation Report shall be completed each semester by an appropriate administrator. The report shall be signed by both the administrator and the teacher. The teacher's signature merely indicates that the report has been discussed with them; it is not intended to signify agreement or disagreement. The teacher may exercise the right to prepare a written response to be attached to the report.

Probationary non-teaching certified personnel shall also be evaluated for each semester. The evaluation procedures will be the same as for teaching personnel except for the classroom observation. Non-teaching personnel will be evaluated on their performance of the responsibilities listed on their respective job descriptions using the appropriate evaluation instrument.

TIER I BEGINNING TEACHER EVALUATION

PURPOSE

The Beginning Teacher Evaluation is designed for all newly hired teachers. All new staff, including those with previous experience will complete the two years of the plan. The purpose of the Beginning Teacher Evaluation is to:

1. Ensure that the Iowa Teaching Standards, criteria for the standards, and the expectations of the local school district are understood, accepted, and demonstrated
2. Provide support in the implementation of the standards.
3. Provide evidence to support continuing employment and movement to the career teacher level.
4. Facilitate the beginning teacher's engagement in professional development through the Mentoring and Induction Plan and the district career development plan.

REQUIRED ACTIVITIES

- Initial Meeting —Prior to October 1, the building administrator will meet with all beginning teachers to review the Beginning Teacher Plan expectations and evaluation timelines. The expectations must include the Iowa teaching standards and criteria. At this time, the administrator will provide staff with copies of all evaluation guidelines and forms.
- Year One and Two
 1. Formal Observations—Three formal observations will be conducted for each teacher in year one and two. Two formal observations must be conducted prior to February 1. The third observation must be held prior to the required summative evaluation conference (to be completed by March 30). Each of these observations will have a pre-observation and post-observation conference. Additional formal observations may be conducted at the discretion of the administrator. The teacher must complete and be ready to discuss the required pre-observation and post-observation forms with the administrator at these conferences (the forms are presented in the appendix).
 2. One of the formal observations will be of an extended duration. At the elementary level this is defined as an observation of at least two to three consecutive hours. At the secondary level it should involve observing the same class period for two or three consecutive days. The focus of this observation should be on Standard 2-content knowledge; Standard 3-planning and preparation; Standard 4-delivery of instruction; Standard 5-monitoring student learning; and Standard 6-classroom, management.
 3. Informal observations may also be used at the discretion of the administrator. Informal observations include any and all things that reflect overall professionalism. These may include unannounced classroom observations or walkthroughs, professional behaviors in a variety of settings, and involvement in extra-curricular school activities or functions.
 4. A cumulative professional portfolio will be created and maintained by all beginning teachers in year one and two. The professional portfolio serves as a catalyst for substantive growth in areas of teaching, philosophy, methods, and goals. Moreover, the portfolio provides administrators with concise, selective, evidence-based information from

a variety of sources. It can also provide the beginning teacher with an individualized, credible, and factual document for the purpose of evaluation and feedback. The administrator and the beginning teacher will review and discuss the portfolio at scheduled conferences (see the appendix for suggested portfolio components). The portfolio may also reflect the teacher's implementation of the skills being learned as part of the District's Mentoring and Induction Program and District Career Development Plan.

5. A final summative conference will be held with the first-year teacher on or before March 30. The purpose of the conference will be to provide the teacher with a *current performance review* with feedback and explanation based on the required and informal evaluation activities conducted during the year. A comprehensive evaluation will be held with the second year teacher on or before March 30. The written evaluation must include the administrator's licensure recommendation for the teacher or a recommendation for continued participation in the district's mentoring and induction program. This continuing participation should not exceed one year. A school district must use the comprehensive evaluation form provided by the Department. This is required by IAC 284.3, subsection 2, Code Supplement 2001. (see the comprehensive evaluation form - Appendix 4).
6. The administrator and beginning teacher recommended for licensure will meet prior to October 1 of the following school year to cooperatively design an individual professional development plan. The plan should focus on areas from the Iowa Teaching Standards that the administrator and the teacher feel would be of most benefit to the career teacher in supporting their on-going skill development for the Iowa teaching standards and the student achievement goals of the attendance center and the school district (as per the CSIP).

Teacher Evaluation Criteria

I. Instructional Skills

A. Planning and Preparation: Daily classes should be well planned and organized. Desired learner outcomes should be clearly identified. Adequate and appropriate materials should have been selected. Teachers should make use of community resources and personnel.

B. Student Motivation and Interest: Students should understand the "why" of learning the daily lesson and the subject area in general. Teaching techniques should accommodate different styles of learning, i.e., visual, auditory, tactile. Teachers should establish and maintain a positive learning environment and generate student interest in learning.

C. Provision for Individual Differences: Students should be challenged to achieve at levels commensurate with their respective abilities.

D. Classroom Control: Student behavior should be appropriate to the type of learning activity taking place at any particular time. The classroom atmosphere should provide for maximum learning at all times.

E. Student Assignments and Evaluations: Assignments should be appropriate in terms of both quantity and quality, and should be appropriate to the student's level of maturity. Student evaluation should provide students with appropriate opportunities to exhibit what they have learned and their work should be evaluated fairly and equitably.

II. Management Skills

A. Class Appearance: The classroom should present an inviting appearance, appropriate for the activity which takes place therein.

B. School Records and Reports: Records and reports should be prompt, complete and accurate.

C. Care of School Facilities, Materials and Equipment: Teachers should maintain proper inventory and should limit depreciation of school property to normal wear-and-tear. Teachers who work with school equipment should employ proper maintenance practices and hold appropriate persons responsible for loss or abuse of school property, materials and equipment.

III. Professional Skills/Abilities

A. Curriculum Development: Teachers should contribute to curriculum development through means such as keeping course content current and contributing to periodic departmental review of course offerings and content. Teachers should be aware of the latest developments in their area(s) of teaching.

B. Parent/Staff Relations: Teachers should communicate effectively with parents. They should also communicate effectively and work cooperatively with co-workers and administrative staff.

C. Non-Instructional Responsibilities: Teachers should effectively carry out non-teaching duties such as: study hall supervision, recess/playground supervision, hallway supervision, lunchroom supervision, etc. Each teacher should willingly assume their share of assigned school activity supervision and/or sponsorship.

D. Personal Characteristics: Teachers should exhibit positive attitudes toward job responsibilities. They should exhibit a professional level of communication skills. They should be dependable, punctual, and their dress and grooming should be appropriate for the professional position they hold.

IV. General Comments

This area is reserved to present evaluative evidence that may not have been specifically provided for in the preceding criteria. If indication of unacceptable performance is to be noted here, it must have previously been documented in writing with a copy provided to the teacher.

**TIER I
PRE-OBSERVATION FORM**

Name _____ School/Administrator _____

Date of Pre-Conference _____ Date/Time of Observation _____

Grade Level/Curriculum Area Observed _____

1. Briefly describe the students in this class, including those with special needs.	5. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
2. What are the goals for the lesson? What do you want the student to learn?	6. What instructional materials or other resources, if any will you use? (Attach sample materials you will be using in the lesson.)
3. How do these goals support the District's curriculum?	7. How do you plan to assess student achievement of the goals? What procedures will you use? (Attach any tests or performance tasks with rubrics or scoring guides.)
4. How do you plan to engage students in the content? What will you do? What will the students do?	8. What Iowa teaching standards/criteria will be demonstrated in this observation?

Teacher comments pertaining to observation setting: List any items you might want to call to the attention of the administrator.

**TIER I
OBSERVATION REFLECTION FORM**

Name _____ School _____

Grade/Subject _____

Observation Date _____ Time _____

Post conference Date _____ Time _____

1. As I reflect on the lesson, to what extent were students productively engaged?

2. Did the students learn what I intended? Were my instructional goals met? How do I know?

3. Did I alter my goals or instructional plan As I taught the lesson? If so, why?

4. If I had the opportunity to teach this lesson again to this same group of students, what would I do differently? Why?

5. Provide several samples of student work related to this lesson. The samples should reflect the full range of student ability in your class and include the feedback you provide to students on their papers.

6. List the Iowa Teaching Standards/Criteria that were related to this lesson.

Teacher's signature/date

Administrator's signature/date

IOWA TEACHING STANDARDS AND CRITERIA

Standard 1

Demonstrates ability to enhance academic performance and support for implementation of the school district student achievement goals.

Criteria

The teacher:

- a. Provides evidence of student learning to students, families, and staff.
- b. Implements strategies supporting student, building, and district goals.
- c. Uses student performance data as a guide for decision making.
- d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
- e. Creates an environment of mutual respect, rapport, and fairness.
- f. Participates in and contributes to a school culture that focuses on improved student learning.
- g. Communicates with students, families, colleagues, and communities effectively and accurately.

Standard 2

Demonstrates competence in content knowledge appropriate to the teaching position.

Criteria

The teacher:

- a. Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
- b. Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
- c. Relates ideas and information within and across content areas.
- d. Understands and uses instructional strategies that are appropriate to the content area.

Standard 3

Demonstrates competence in planning and preparing for instruction.

Criteria

The teacher:

- a. Utilizes student achievement data, local standards, and the district curriculum in planning for instruction.
- b. Sets and communicates high expectations for social, behavioral, and academic success of all students.
- c. Uses students' developmental needs, background, and interests in planning for instruction.
- d. Selects strategies to engage all students in learning.
- e. Uses available resources, including technologies, in the development and sequencing of instruction.

Standard 4

Uses strategies to deliver instruction that meet the multiple learning needs of students.

Criteria

The teacher:

- a. Aligns classroom instruction with local standards and district curriculum.
- b. Uses research-based instructional strategies that address the full range of cognitive levels.
- c. Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.
- d. Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.
- e. Connects students' prior knowledge, life experiences, and interests in the instructional process.
- f. Uses available resources, including technologies, in the delivery of instruction.

Standard 5

Uses a variety of methods to monitor student learning.

Criteria

- a. Aligns classroom assessment with instruction.
- b. Communicates assessment criteria and standards to all students and parents.
- c. Understands and uses the results of multiple assessments to guide planning and instruction.
- d. Guides students in goal setting and assessing their own learning.
- e. Provides substantive, timely, and constructive feedback to students and parents.
- f. Works with other staff and building and district leadership in analysis of student progress.

Standard 6

Demonstrates competence in classroom management.

Criteria

The teacher:

- a. Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
- b. Establishes, communicates, models, and maintains standards of responsible student behavior.
- c. Develops and implements classroom procedures and routines that support high expectations for learning.
- d. Uses instructional time effectively to maximize student achievement.
- e. Creates a safe and purposeful learning environment.

Standard 7

Engages in professional growth.

Criteria

The teacher:

- a. Demonstrates habits and skills of continuous inquiry and learning.
- b. Works collaboratively to improve professional practice and student learning.
- c. Applies research, knowledge, and skills from professional development opportunities to improve practice.
- d. Establishes and implements professional development plans based upon the teacher needs aligned to the Iowa Teaching Standards and district/building student achievement goals.

Standard 8

Fulfills professional responsibilities established by the school district.

Criteria

The teacher:

- a. Adheres to board policies, district procedures, and contractual obligations.
- b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
- c. Contributes to efforts to achieve district and building goals.
- d. Demonstrates an understanding of and respect for all learners and staff.
- e. Collaborates with students, families, colleagues, and communities to enhance student learning.

Comprehensive Evaluation

Summative Evaluation Form

Teacher: _____ Folder #: _____
 Evaluator: _____ Folder #: _____
 School Name: _____
 Grade Level: _____ Subjects: _____ Year: 1 2 3

Directions:

In the narrative under each standard, the evaluator should incorporate and address each criterion.

1. DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.

The teacher:

- a. Provides evidence of student learning to students, families, and staff.
- b. Implements strategies supporting student, building, and district goals.
- c. Uses student performance data as a guide for decision making.
- d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
- e. Creates an environment of mutual respect, rapport, and fairness.
- f. Participates in and contributes to a school culture that focuses on improved student learning.
- g. Communicates with students, families, colleagues, and communities effectively and accurately.

<p>Evidence to support attainment of or failure to meet standard: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Circle one:</p> <p>Meets Standard</p> <p>Does Not Meet Standard</p>
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☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-1.

8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT. The teacher:

- a. Adheres to board policies, district procedures, and contractual obligations.
- b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
- c. Contributes to efforts to achieve district and building goals.
- d. Demonstrates an understanding of and respect for all learners and staff.
- e. Collaborates with students, families, colleagues, and communities to enhance student learning.

<p>Evidence to support attainment of or failure to meet standard: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Circle one:</p> <p>Meets Standard</p> <p>Does Not Meet Standard</p>
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☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-8.

- ☐ The teacher is a first year Beginning Teacher.
- ☐ The teacher meets or exceeds all eight Iowa Teaching Standards and is recommended for a standard license.
- ☐ The teacher fails to meet the Iowa Teaching Standards.
- ☐ The teacher is being recommended for a third year before a license decision is made.*

Evaluator's Signature: _____ Date: _____

Evaluation Period: _____, 20____ to _____, 20____

Teacher's Signature: _____ Date: _____

*The district must contact the Board of Educational Examiners to extend the provisional license for a third year. There will be a form provided by the Board of Educational Examiners for the evaluator to use to communicate the decision made on each 2nd year teacher. This form will be available in the spring of 2003

**WEST MONONA COMMUNITY SCHOOL DISTRICT
LETTER OF INTENT**

BETWEEN

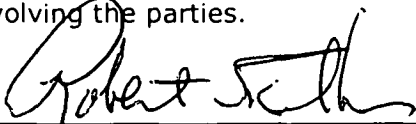
**WEST MONONA COMMUNITY SCHOOL DISTRICT
AND
WEST MONONA EDUCATION ASSOCIATION**

The parties hereby agree that the teachers will attempt to arrange doctor and dental appointments at times outside working hours. However, when this is not possible, teachers will be allowed to leave school at 3:30 to keep such appointments. In addition, teachers will be allowed to leave school at 3:30 when it is necessary to renew his/her driver's license.

Should this policy be abused, this practice will cease to be effective immediately.

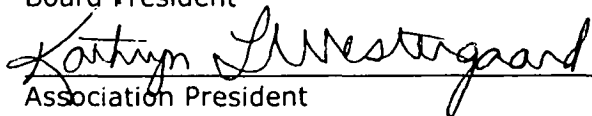
This agreement shall be effective from July 1, 2006 and continue in effect until June 30, 2007.

This agreement shall not be used by either party as evidence in any further proceeding involving the parties.



Board President

July 17, 2006
Date



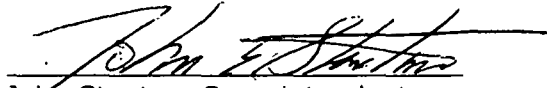

Association President

July 17, 2006
Date

Side Letter to 2006-2007 Master Agreement:

The West Monona School District will create an instructional leadership committee consisting of Association, representing various building and content levels, and Administration to develop criteria and evaluation procedures for the purpose of complying with the obligations under Iowa Code Chapter 284.

The committee will review Iowa evaluator requirements to formulate and recommend local requirements that may be in addition to State mandates, such as the Career Teacher Development Plan, Tier II.



John Stanton, Superintendent
Vicki Wright, Negotiator
West Monona Association

Date: July 17, 2006

Side Letter to 2006-2007 Master Agreement:

Two, one- time cash payouts for the 2006-2007 school year only, not in Master Agreement salary schedule. The amount of \$475 will be paid in November 2006 and \$475 in May 2007 and included in regular 20th payroll with appropriate deductions. This is compensation for teachers' health insurance reduction from \$500 deductible to \$1000 deductible.


John Stanton, Superintendent


Vicki Wright, Negotiator, WMEA

Dated: July 17, 2006